

REQUIRED REPORTING TO THE SCAO

The following is a list of reports for circuit courts, district and municipal courts, probate courts, and judges that must be prepared by the courts and submitted to the State Court Administrative Office, their due dates (if one), the form number (if one), who should submit the report, and where to submit the report. Included are some orders which must be submitted upon entry.

Circuit Court Reports

<u>Report and Due Date</u>	<u>Form Number</u>	<u>Submitted By</u>	<u>Send To</u>
Absent Without Legal Permission Due monthly		Chief Circuit Judges	Central Office
Annual Statutory Review Due 8/15	FOC 17	Chief Circuit Judges	Central Office
Appointment of Court Officers Due as it occurs		Circuit Courts	Central Office
Circuit Court Caseload Due 1/30, 4/30, 7/30, 10/30	SCAO 31	Circuit Courts	*
Collection Reports - Summary Report of Outstanding Receivables by Cash Code and Case Type, Outstanding Receivables Aging Report, and Payment/Adjustment Distribution of Case Assessments Due 7/15		Circuit Courts (including Family Division)	Central Office
Counsel Appointments Due 2/15		Circuit Courts	*
Delay in Criminal Proceedings Due monthly on the 7 th	SCAO 31	Chief Circuit Judges	* in 2007
FOC Grievance Records Due 1/15 and 7/15	SCAO 28	Chief Circuit Judges	Central Office
Michigan Trial Court Incident Report Due as it occurs		Circuit Courts	Regional Office
Order for Administrative Closing Due as it occurs	PC 671	Circuit Courts Family Division	Central Office
Report of Jury Fees Due 4/30, 10/31	SCAO 45	Circuit Courts	*
Summary of Drunk Driving Due date determined annually; courts will be notified	SCAO 24	Circuit Courts	Central Office

District Court Reports

<u>Report and Due Date</u>	<u>Form Number</u>	<u>Submitted By</u>	<u>Send To</u>
Appointment of Court Officers Due as it occurs		District and Municipal Courts	Central Office
Collection Reports - Summary Report of Outstanding Receivables by Cash Code and Case Type, Outstanding Receivables Aging Report, and Payment/Adjustment Distribution of Case Assessments Due 7/15		District Courts	Central Office
Counsel Appointments Due 2/15		District and Municipal Courts	*
Delay in Criminal Proceedings Due monthly on the 7 th	SCAO 18	Chief District and Municipal Court Judges	*in 2007
District Court Caseload Due 1/30, 4/30, 7/30, 10/30	SCAO 18	District and Municipal Courts	*
Michigan Trial Court Incident Report Due as it occurs		District and Municipal Courts	Regional Office
Report of Jury Fees Due 4/30, 10/31	SCAO 45	District and Municipal Courts	*
Summary of Drunk Driving Due date determined annually; courts will be notified	SCAO 24	District and Municipal Courts	Central Office

Probate Court Reports

<u>Report and Due Date</u>	<u>Form Number</u>	<u>Submitted By</u>	<u>Send To</u>
Appointment of Court Officers Due as it occurs		Probate Courts	Central Office
Counsel Appointments Due 2/15		Probate Courts	*
Delinquency Fiduciary Report Due first business day of January and July	SCAO 23	Chief Probate Judges	Regional Office
Michigan Trial Court Incident Report Due as it occurs		Probate Courts	Regional Office
Order for Administrative Closing Due as it occurs	PC 671	Probate Court	Central Office

Probate Court Caseload Due 1/30, 4/30, 7/30, 10/30	SCAO 22	Probate Courts	*
Report of Jury Fees Due 4/30, 10/31	SCAO 45	Probate Courts	*

Judicial Reports

<u>Report and Due Date</u>	<u>Form Number</u>	<u>Submitted By</u>	<u>Send To</u>
Delay in Matters Submitted to Judge 1/7, 4/7, 7/7, 10/7	SCAO 27	All Judges through the Chief Judge	* in 2007
Financial Report Due 4/15	SCAO 17	All Judges	Regional Office
Judicial Annual Leave	SCAO 25a	All Judges	Central Office

The following reports may be discontinued in the near future

<u>Report and Due Date</u>	<u>Form Number</u>	<u>Submitted By</u>	<u>Send To</u>
Prisoner Condition Lawsuit Dismissal Orders Due upon entry of order	CC 78	Circuit Judges	Central Office
Sealed Court Records Due upon entry of order	n/a	All Judges	Central Office
Transfer Orders (Sup Ct AO 1998-01) Due upon entry of order	n/a	All Judges	Central Office

*These reports are submitted electronically through a web-based application accessible through the Michigan Court Application Portal (MCAP) at <http://courts.mi.gov/mcap/>.